

RECYCLING SPECIALIST I

DEFINITION

To perform a variety of routine duties related to the development and implementation of recycling projects such as source reduction, reuse, recycling, composting and disposal for residential, commercial and industrial waste generators; and to perform related work as assigned.

DISTINGUISHING CHARACTERISTICS

This is the entry-level class in the Recycling Specialist series. This class is distinguished from the journey level by the performance of less than the full range of duties assigned to the II level. Incumbent works under immediate supervision while learning job tasks, progressing to general supervision as procedures and processes of assigned area of responsibility are learned.

SUPERVISION RECEIVED AND EXERCISED

Receives immediate supervision from an assigned supervisor; may receive technical and functional guidance from more experienced staff; supervises up to three interns and/or volunteers with guidance from assigned supervisor.

ESSENTIAL FUNCTIONS – Functions may include, but are not limited to, the following:

Conduct audits and waste stream characterizations, including establishing waste stream characterization by weighing and measuring the various components, to assist businesses with developing recycling/diversion programs specific to their needs.

Educate residents and business owners on how to properly divert recyclable materials and dispose of solid waste, household hazardous waste and universal wastes, and proper set out of service containers for each service type.

Assist in contract management of recycling and solid waste franchise service provider including service audits, division redemption value allocation studies, vehicle safety inspection and route audits. Route audits comprise all service programs including commercial and residential recycling, solid waste, yard waste and ancillary services such as bulky item pick ups, Christmas tree recycling program, used oil and oil filters collection and other programs as they are implemented.

Act as liaison between residents/businesses and franchise hauler regarding service and billing issues.

Patrol and enforce City Municipal Codes, specifically 8.24, 8.25, and 19.58.340; issue notice of violations and citations when necessary.

Participate in planning committees for special events. Assist the special event permit applicants in developing their Solid Waste and Recycling Management Plan to divert designated recyclables and reduce litter.

Assist in assuring that proper space is planned for solid waste and recycling services for major development projects within the City.

Provide field assistance to Conservation Coordinator and possible enforcement as related to environmental matters such as street sweeping, litter prevention, illegal dumping activities, shopping cart retrieval, bus stop bin placement and service, household hazardous waste, storm water protection and pollution prevention.

Assist in the coordination, monitoring and enforcement of private and public sector recycling projects.

Respond to inquiries from the public and assist in the resolution of recycling and solid waste concerns.

Assist with research of recycling projects grant funds; may prepare draft applications and implement grant funded projects under the supervision of the Conservation Coordinator.

Drive City vehicles observing legal and defensive driving practices.

Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer services.

Perform other related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

Solid Waste Recycling Programs.

Principles of customer service and conflict resolution techniques.

Computers and software applications related to assignment.

English usage, spelling, grammar, and punctuation.

Ability to:

Communicate with public and recommend solutions to and/or mitigations measures; use conflict resolution skills when dealing with irate customers.

Use computer applications related to area of assignment.

Operate City vehicles skillfully and safely.

Communicate clearly and concisely, both orally and in writing; speak effectively before individuals and groups.

Establish and maintain effective working relationships with those contacted in the course of work.

Work with various cultural and ethnic groups in a tactful and effective manner.

Experience and Training

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

One year of experience performing duties involving the implementation of public or private recycling (not including waste to energy) and composting programs.

Training:

Equivalent to an Associate's degree from an accredited college or university with course work in environmental science, public administration, or related field.

License or Certificate:

Valid California driver's license.

PC 832 and HAZWOPER certifications within twelve months of employment.

PHYSICAL DEMANDS

On a continuous basis, sit, walk and stand for varying periods in the course of work; intermittently twist and reach office equipment; use telephone, and write or use a keyboard to communicate through written means; drive a motorized vehicle; see in the normal vision range with or without correction to read computer screen; hear in the normal range with or without correction; may lift up to 50 pounds.

WORKING ENVIRONMENT

Work is performed both outdoors and indoors; the performance of fieldwork tasks requires exposure to a variety of weather conditions; work with exposure to traffic and noise and work on slippery or uneven surfaces. Indoors work is performed in a carpeted and air-conditioned office environment with fluorescent lighting and moderate noise level. Work is frequently disrupted by the need to respond to in-person and telephone inquiries.